

STATEWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
17-319A

OPENING DATE:
31-Jul-2017

CLOSING DATE:
31-Aug-2017

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:

Arizona Air National Guard (AZANG) State Command Chief (CCM), D2185000, GS-0301-11, CMSgt/E9
MPCN:0070285334

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
9E000

ASVAB:
N/A

LOCATION OF POSITION: Headquarters Air, Phoenix, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. PCS funds are authorized.

NOTE: Open to all current on-board AGR AZANG CMSgts.

NOTE: Non-AGR personnel (including ADOS, MPA, and NGB Stat Tour) may apply, but must have an endorsement from their Wing Commander approving use of a CMSgt Controlled Grade from their respective Wing. Applicant must include the signed endorsement within their application packet.

NOTE: Applicants must have a minimum of 3 years retainability.

NOTE: As of 31 Aug 2017, applicant must have less than 14 years or more than 17 years TAFMS, AND must have at least 18 years of Satisfactory Service.

NOTE: Applicant must be in a current grade of E9 to apply.

NOTE: Selectee will bring the Controlled Grade from the Wing to which they are currently assigned.

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: Must be able to qualify for 9E000 AFSC.

NOTE: Applicants must provide their official AF biography, letter of intent, and a letter of endorsement that is signed by their Wing Commander.

NOTE: This is a 3 year AGR tour.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.**

- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of qualitative and quantitative techniques for analyzing and measuring the effectiveness and efficiency of ATAG's enlisted personnel and career development programs.
2. Knowledge of the ANG mission, organization, and work processes of programs throughout the various military commands and the relationships of administrative support activities (e.g., data processing, accounting, budget) to such missions.
3. Knowledge of domestic mission operations.
4. Knowledge of the ANG State's bilateral relationship between the state and international partner nation, as well as, military, political, economic, and social realms that the program mission spans.
5. Understands AF doctrine and core leadership competencies and the ability communicate these to the force.
6. Ability to translate the ANG State's strategic plan into executable goals and objectives.
7. Ability to conduct top level briefing to AZNG senior staff personnel.
8. Ability to conduct studies, analyze findings, and make recommendations on ANG enlisted personnel issues and programs.

SPECIALIZED EXPERIENCE: Must have at least 36 months experience, education or training in program or managerial experience in a type of work or a combination of functions directly related to the AZANG CCM position or in comparable work or functions. Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience preparing written communications and oral presentations. Completion of the ANG's Chief Executive Course and a CCAF degree (or civilian equivalent) is highly preferred. Per Guidance in AFI 36-2109 (July 2016), applicants must have scored 80 or above on the last two fitness tests, or 90 or above on the most recent fitness test. Test history must show no failure on any portion within the last 12 months. Applicant must be world-wide qualified (both deployment and assignment) and not have a permanent ALC "C3". At a minimum, member must have an active SECRET security clearance.

BRIEF JOB DESCRIPTION: The Arizona Air National Guard State Command Chief is selected by and reports directly to the Commander, Arizona Air National Guard. The board will only consider individuals who can serve the entire 3 year AGR tour.

PLEASE NOTE: At the discretion of the AZANG/CC, the 3 year AGR tour may be extended. This position is located in the Air National Guard (ANG) State Headquarters. The incumbent serves as the AZANG senior enlisted in the state managing the military aspects of all full time and traditional Air National Guard (ANG) enlisted members. Personnel covered by the program include ANG enlisted personnel at all ranks within the state. As the ANG Enlisted Program Manager for the state, the incumbent serves as the primary advisor and spokesperson regarding issues related to the analysis and enforcement of established policies and standards for all ANG enlisted members. Program areas managed include military issues related to readiness, as well as the performance, care, conduct, appearance, effective personnel utilization, management, training and development of all ANG enlisted national guard members within the state. The incumbent is also responsible for ensuring subordinate ANG Non-Commissioned Officers (NCOs) comply with the state's enlisted program goals and objectives. Regularly interacts with the State Senior Enlisted Advisor. Participates in National Guard Bureau (NGB) and State level advisory councils, planning teams, project management teams and boards that require planning, development, implementation and management of critical enlisted programs that cover a wide range of topics.

SELECTING OFFICIAL: Major General Edward Maxwell
